

**CITY OF ONEIDA**  
**DEPARTMENT OF CODE ENFORCEMENT**

**BOB BURNETT**  
Director of Codes

**JAMES ACKERMAN**  
Code Enforcement Officer



109 North Main Street  
Oneida, New York 13421  
Tel.: 315-363-8460  
Fax: 315-363-9558  
jackerman@oneidacityny.gov

**APPLICATION FOR SIGN PERMIT & CERTIFICATE OF COMPLIANCE**

<b>FEE</b>	
R1, 2, 3, MMD-P, DC	\$50.00
A	\$50.00
C, M-I, L-I, C-S, N-C	\$200.00

Zone \_\_\_\_\_

Fee: \_\_\_\_\_

\*\* Payment must accompany application.

\*\* Make checks payable to City Clerk.



OFFICIAL USE ONLY
Permit # _____ _____ _____
Signature of Building Inspector: _____ _____

**TO BE COMPLETED BY THE APPLICANT:**

**1. APPLICATION INFORMATION**

- Applicant's Name: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Applicant's Address: \_\_\_\_\_
- Property Owner if other than applicant: \_\_\_\_\_
- Sign Company/Representative: \_\_\_\_\_
- Sign Owner Lessee: \_\_\_\_\_

**2. SIGN INFORMATION**

- Street Address/location of sign: \_\_\_\_\_
- Zoning District: \_\_\_\_\_
- Lot Dimensions: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

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d. Placement of Sign on Premises:

Distance from lot line: \_\_\_\_\_  
Distance from side lot lines: \_\_\_\_\_  
Distance from any building on lot: \_\_\_\_\_

e. Proximity to adjoining uses:

Distance from closest building: \_\_\_\_\_  
Distance from closest sign: \_\_\_\_\_

**NOTE**

If applying for window sign,  
indicate size of window(s).  
Permanent window signs shall  
not exceed 15% of the window  
on which it is painted.

f. Placement of Sign: **IMPORTANT**

Length of building face: \_\_\_\_\_  
Building Height approximate: (see definition) \_\_\_\_\_  
Percent of building/roof area covered by sign: \_\_\_\_\_

g. Sign Classification: Principal \_\_\_\_\_ Accessory \_\_\_\_\_ Other \_\_\_\_\_

h. Type of Sign:

Freestanding \_\_\_\_\_ Wall \_\_\_\_\_ Roof \_\_\_\_\_ Projecting \_\_\_\_\_ Double Face \_\_\_\_\_ Window \_\_\_\_\_

i. Sign Size:

Height from ground level to bottom of sign \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_  
Depth \_\_\_\_\_ Total Sign Area \_\_\_\_\_

j. Sign Description:

Materials: \_\_\_\_\_

Illumination: Interior \_\_\_\_\_ Exterior \_\_\_\_\_ Type: \_\_\_\_\_

Structure/Attachment of sign: \_\_\_\_\_

Business Hours of Operation: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Color/Lettering: \_\_\_\_\_

Relationship to building/land: \_\_\_\_\_

k. Describe and identify any proposed future signs on these premises:

\_\_\_\_\_

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**3. SIGN ILLUSTRATION**

In the space below, draw to scale your proposed sign, illustrating the information you have given in "I" and "J" on page 2 of the application.

**NOTE – Be sure to indicate color and size of letters and colors of sign background. Also, describe material of background, letters, illumination and its location and method of sign attachment.**

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**SIGN DESIGN REQUIREMENTS**

Section 15 of the Zoning Ordinance must be followed for sign compliance. For more information and details of the Sign Ordinance, please visit the City website [www.oneidacity.com](http://www.oneidacity.com) <http://ecode360.com/8777666>. **NO sign is to be erected** until it has been approved and has met the conditions of the Zoning Ordinance.

1. As far as possible, architectural features such as windows, cornices, pilasters, etc., should not be covered by signs.
2. Sign panels and graphics should line with or relate to adjacent architectural features and be in proportion to them.
3. Signs for a number of enterprises in a single building should be of uniform height and placement and be otherwise coordinated.
4. Layout should be orderly, and graphics should be of simple shape, such as rectangle, circular, oval.
5. Lettering should be appropriate to the space available and distance from which it is to be viewed.
6. No more than two typefaces should be used on any one sign or group of signs indicating one message.
7. When letters are mounted individually on a sign, they must be attached securely.
8. The number of colors should be a minimum, consistent with the design.
9. Illumination should be consistent with character of the sign and surroundings.
10. Translucent or transparent plastics, plexi-glass, or similar self-illuminated material will be reviewed according to its propriety and relationship to existing signs, and the character of the area, and will be discouraged where the same does not compliment this character.
11. Each sign should be so designed as to provide maximum legibility in its particular surroundings and should be designed to include the minimum number of items of information (symbol, syllable, number, shape) that will permit the individual business or proprietor to communicate effectively the name and nature of his business or services offered. The maximum number of items of information should be in keeping with the ability of the prospective viewer to see, assimilate and react to the message.
12. Simple forms such as rectangles, squares, and circles are to be encouraged, as it is the sensitive selection of lettering, color, screening and any decorative element. Especially important in the design of the sign is that it be keeping with the character of the neighborhood, the objectives of the City Plan generally, and Section 15 of the Zoning Ordinance in particular.
13. When a logo advertising a certain brand name product is deemed necessary, the logo must take up no more than one quarter (1/4) of the total sign area and its letters must be at least two inches smaller than the letters in the names of the business, unless the logo is synonymous with the business.

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**LATE FEES WERE ESTABLISHED AND ADOPTED BY THE CITY OF ONEIDA  
COMMON COUNCIL AS FOLLOWS:**

**REGULATIONS & LATE CHARGE FEE SCHEDULE**  
Adopted by Common Council 12/4/12 Resolution 12-319

**Obtaining the proper permits shall be the sole responsibility of the property owner or general or primary contractor and are required before beginning any work.**

**Failure to obtain a proper permit will result in the following late charge fees added to the cost of the permit:**

1. Failure to obtain a permit minimum late charge fee shall be \$100.00 for permits up to \$50.00.
2. Failure to obtain permit for any permits over \$50.01, the late charge fee shall DOUBLE the amount of the permit.
3. Failure to pick up and pay for permit within 10 days after issuance, a late charge fee of \$100.00 will be assessed.

Above Late Charge Fees Adopted by Common Council 12/4/12 Resolution 12-319 effective 1/1/13.

Thank you.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Call UFPO two working days before digging!

**1-800-962-7962**

[www.digsafelyny.com](http://www.digsafelyny.com)